

### APPENDIX 6B

#### NENA\* RECOMMENDED ABBREVIATIONS FOR STREETS AND THOROUGHFARES

STREET TYPE	ABBREVIATION		STREET TYPE	ABBREVIATION
Alley	Aly		Parkway	Pky
Arcade	Arc		Pass	Pass
Avenue	Ave		Path	Path
Boulevard	Bldv		Pike	Pike
Bypass	Byp		Place	Pl
Center	Ctr		Plaza	Plz
Circle	Cir		Point	Pt
Court	Ct		Ridge	Rdg
Cove	Cv		Road	Rd
Drive	Dr		Row	Row
Expressway	Expy		Run	Run
Fork	Frk		Square	Sq
Freeway	Fwy		Street	St
Harbor	Hbr		Terrace	Ter
Highway	Hwy		Trace	Trce
Hill	HI		Trail	Trl
Hollow	Holw		Turnpike	Tpke
Landing	Lndg		Village	Vlg
Lane	Ln		Walk	Walk
Loop	Loop		Way	Way
Park	Park		-	-

National Emergency Number Association

## APPENDIX 6C

## JEFFERSON COUNTY ADDRESSING MANUAL

## A. Authority of the Planning Director

The Planning Director or designee shall assign addresses in accordance with the following procedures. When circumstances dictate, the Planning Director may authorize address assignments that diverge from the standards in this section.

## B. Address Grid System

Each new subdivision parcel, each pad in a mobile home park, commercial unit, apartment, condominium, or townhouse shall be assigned an address on the street providing access to the parcel. Addresses will be assigned based on a countywide grid system.

The grid system allows a series of numbers to be assigned for approximately every 500 feet. The address grid includes the NW, NE, SW, and SE quadrants of Jefferson County and uses primary routes within the County as zero baselines.

## C. Address Grid Baselines

Jefferson County's address numbering system shall be on a grid system that divides Jefferson County into quadrants establishing zero baselines from which numbers are assigned. The grid system, as shown on the property numbering map on file in the office of the Commission, indicates the point at which block numbers will change in increments of 100.

Assigned address numbers under the grid system will ascend numerically from 100 to the north and to the south based on Main Street/Shelbyville Road as the boundary or zero baseline for streets that are aligned basically North and South. Streets that are aligned basically east and west shall be assigned address numbers ascending numerically from 100 to the east and to the west based on First Street as extended to the county boundary representing the boundary or zero baseline. The directional orientation of a number street shall be determined by the Planning Director or the Commission. Numbers on the north side of the east-west streets shall be odd and numbers on the south side of the east-west streets shall be even. Numbers on the west side of the north-south streets shall be even and numbers on the east side of the north-south streets shall be odd.

D. Application of Address Grid

Application of the address grid will vary, as few streets run directly north, south, east or west. Most streets run at angles to the cardinal directions and often change direction. The primary consideration for assigning addresses on streets that diverge from the cardinal directions is the even distribution of address numbers. The grid shall be used to assist in assigning numbers by orienting the grid parallel to the direction of the street. In this manner, an appropriate distance between address numbers can be maintained.

E. Addressing Single Family Dwelling Lots

Addresses for single family dwelling lots shall be assigned consecutively on the odd and even sides of the street.

F. Addressing Mobile Home Parks

Addresses for home sites in mobile home parks are assigned consecutively on the odd and even sides of the street. A separate street address number shall be assigned for each mobile home pad. No unit numbers shall be assigned to mobile home park developments.

G. Addressing Townhouse Developments

Addresses for townhouse units are to be assigned consecutively on the odd and even sides of the street. A separate street address number shall be assigned for each townhouse lot. No unit numbers, such as apartment numbers, shall be assigned to townhouse developments.

H. Addressing Commercial, Office, and Warehouse Developments

Staff shall evaluate commercial, office and warehouse developments for address assignment based on the maximum potential number of units. Large stores, offices and warehouses may be divided into smaller spaces many years after the center is constructed. Staff will take into account the potential for readdressing the potential must be taken into account to avoid potential readdressing.

I. Addressing Commercial Shopping Centers

Commercial shopping centers shall generally be addressed in a manner similar to townhouses. Because the frontage dimension for each store may change as the use changes, site development plans for shopping centers shall include the maximum number of potential use units within the center in order to provide the maximum number of addresses. The location of the door to an individual use unit providing primary access is the critical factor in determining which available address applies.

In the event that a shopping center may allow more street addresses than are available with the segment of street, the Planning Director may assign one street address to the shopping center as a whole, and assign unit numbers for each of the potential use units within the center. Unit numbers for the stores shall run as consecutive whole numbers in the same direction as the addresses on the street. Unit numbers shall begin with 101 and progress until all use units have been addressed. No lower numbers, including 100, shall be used. The same procedure and information shall be used in assigning addresses and unit numbers for office and warehouse developments.

In shopping centers with multiple stories, each story shall be assigned four digit addresses beginning with 2100 on the second story and increasing by 1000 for each additional story. For example, stores on the first floor of a shopping center may run from 100 to 122, while stores on a second level of the shopping center may run from 2100 to 2122, and stores on a third level of the shopping center may run from 3100 to 3122. In this manner, it will be easier to locate a store in an emergency by providing a logical separation between levels in the shopping center.

#### J. Addressing Commercial Shopping Malls

Malls shall be addressed with one street address number assigned to the street intersecting with the main vehicular entrance. Separate address numbers shall not be assigned to each entrance of shopping malls. The maximum number of stores is to be included on the site development plans as well as the minimum potential store frontage. Based on this information, unit numbers shall be assigned using an odd and even distribution on either side of the mall corridor(s). Unit numbers shall begin with 101 on the odd (north and east) side and 100 on the even (south and west) side.

In malls with multiple corridors, each corridor shall be assigned numbers in higher hundred divisions. For example, stores in one corridor may run from 100 to 147, and stores in an adjoining corridor would run from 200 to 238. In this manner, it will be easier to locate a store in an emergency by providing a logical separation between corridors in the mall.

In malls with multiple stories, each story shall be assigned four digit addresses beginning with 2100 on the second story and increasing by 1000 for each additional story. For example, stores on the first floor of a commercial shopping mall may run from 100 to 147, while stores on a second level of the shopping mall may run from 2100 to 2147, and stores on a third level of the shopping mall may run from 3100 to 3147. In this manner, it will be easier to locate a store in an emergency by providing a logical separation between levels in the mall.

K. Addressing Offices and Multi-Family Dwellings

These procedures include residential and office buildings of the same construction design as apartment buildings. Multi-family housing units, such as apartments and condominiums, will have a separate whole number street address assigned to each door/entrance providing access to units within an individual building(s). Street addresses shall be assigned based on the normal criteria for assignment, skipping numbers in accordance with the grid and using the appropriate odd and even numbering scheme for building entrances.

Within structures having dwelling units placed one above another, a consecutive whole unit number (referred to as apartment, suite, or unit number) shall be assigned for each separate dwelling unit. The numbers shall be assigned in the same direction as the street numbers. The lowest floor shall begin with 101, progressing with 102, 103, etc., until all units have been assigned unit numbers. Successively higher floors shall begin with successively higher increments of hundreds. The complete official street address for each unit will consist of the street address, street name, and unit number.

When a single story multi-family structure has frontage along two streets, and has doors/entrances to individual dwelling units from each street, a separate street address will be assigned to each dwelling unit.

L. Addressing Marinas

This procedure includes all water-based facilities for the long term (more than six months) docking and storage of boats that may be used as dwelling units. Marinas shall be addressed in the following manner. The marina will be assigned a street address, and each dock providing access to individual boat slips shall be designated by a letter of the alphabet, beginning with "A" for the dock closest to the street entrance to the marina.

A whole unit number (1,2, etc.) shall be assigned for each separate boat storage slip beginning on the right side of the dock and continuing around the dock to the slip closest to the beginning of the dock on the left side. The complete official street address for each unit will consist of the street address, street name, dock indicator (alpha) and slip indicator (numeric).

M. Assignment of Addresses to Corner Lots

Residential and commercial lots which have frontage on two streets that are required to be named (See 06-03-05A), regardless of whether the streets are private or public, shall be assigned an address for each frontage street which the lot abuts. After the building is established, the Fire Protection District with jurisdiction shall determine which address will be used for the lot and report their decision to the Planning Commission.